

AFRICAN DEVELOPMENT FOUNDATION
Development Funding Assistance Program

Overview

Thank you for your interest in the African Development Foundation (ADF). ADF was created by the United States Government to provide grants to promote the community-based, self-help activities of Africans. ADF support is focused on community groups, non-governmental organizations (NGOs) and businesses where there is active involvement and participation of the poor and other underserved populations. ADF only provides funding to organizations based in African countries where it works and has offices. Presently, ADF works in: Benin, Botswana, Cape Verde, Ghana, Guinea, Mali, Namibia, Niger, Nigeria, Senegal, Tanzania, Uganda, Zambia, Zimbabwe and Swaziland.

ADF can provide assistance directly to Community Based Organizations (CBO) including, but not limited to, legally registered cooperatives, economic interest groups, associations, collectives, micro- and small businesses and community development organizations. ADF also provides funding to Intermediary Organizations that work with low-income people and groups. ADF does not provide funding to government agencies, political parties, or organizations that are not based in Africa. ADF does not provide support to individuals.

ADF provides *unsolicited grant support* towards projects focused on the development of micro- and small enterprises, export trade and investment activities of small and medium-scale enterprises, and participatory community development projects. ADF may from time to time issue a Request for Applications (RFAs) for other activities. Most of ADF's grants range between \$50,000 and \$250,000 and are provided in local currency.

General Eligibility Requirements for Groups Applying for Funding Assistance

To be eligible for funding, groups meeting the above-mentioned criteria must complete the attached application form and attach a proposal. The application should demonstrate at a minimum that the group: is or will be a legally recognized African entity; has experience working together successfully as a group – i.e., a successful track record; has shared goals and agree on the problem to be addressed; has a functional management and organizational structure; has a reputation for honesty and the capability to handle and manage funds; and proposes a project that meets ADF funding criteria.

General Criteria for Selecting Projects

In determining which applicants among all those submitting requests will be considered for funding, ADF considers and weighs those groups and proposed projects that submit evidence of the following criteria:

1. Project originates from a community-based organization and benefits the local community;
2. Project responds to the needs of the underserved;
3. Project shows evidence of community members' involvement and participation in the design, implementation, and management of the project;
4. Project has clearly defined, measurable and achievable goals and objectives;

5. Application adequately describes the managerial, financial, and technical capability of the organization to carry out the project;
6. Application adequately describes the experience of the group working together, and its accomplishments, and/or track record in implementing the proposed activity
7. Application adequately describes how the organization and the community will benefit from the project;
8. Proposal includes a project implementation schedule describing when activities will be carried out;
9. Proposal adequately describes how the proposed activities and/or enterprise will become financially viable and sustainable after ADF funding ends;
10. Proposal includes a preliminary, itemized budget supported by documentation;
11. Applicant is able and willing to make contributions to support other activities through a Community Reinvestment Grant (CRG); and
12. Application or Proposal includes the organization's registration or documented recognition by appropriate national or regional authorities.

The Review Process

There are three steps in ADF's funding process:

I. An Initial Application: The application form requests information about your organization and the development problem that will be addressed through your proposed project. Based on that information, the ADF Country Representative will be able to determine if your organization and proposed development activity meet ADF's group and project selection criteria. The form is available from the ADF Representative in your country or on the ADF web site www.adf.gov.

II. Site Visit: If your organization and project meet initial ADF criteria, an ADF staff member may visit your project site to obtain more information. You will be requested to provide documentation of your organization's Legal Status or Registration Certificate; By-laws, Statutes or Constitution of your organization; end-year Audit Reports or other financial statement for the past three years; and Proof of land ownership, if it applies to your project.

III. Development of a Project Paper: A due diligence review of the information presented in your application and of the information gathered during a Site Visit to your project will be used to determine if additional analyses, design and/or implementation planning are needed. ADF and its partner organization in each country will assist you in the development of a Project Paper that presents all of the information that will be needed for ADF to make a final decision regarding ADF funding for your project. The Project Paper will include:

A detailed description of your proposed project including: additional information about the project goals and objectives, a project management and work plan, a technical summary, a financial analysis to support

the viability of the project, and a description of the technical assistance and training support that your organization will need to implement the project.

The three-step process described above can take from 2-6 months. *The completion of each step in the funding process is in no way a guarantee that ADF will fund your project.*

**African Development Foundation
Development Funding Assistance Application Form**

Please Provide the Following Information

A. Contact Information

1. Name of Organization: _____

2. Address:

Telephone#: _____ Fax#: _____
Email Address: _____

3. District/Region: _____

4. What Is the Largest Town Near You? _____

5. What are the Name, Position, and Address of Contact Person?
Name of Contact Person: _____
Position of Contact Person: _____
Address of Contact Person (if different than that of the Organization)

6. What is the best way to contact the organization or Contact person?
Phone: _____ fax: _____
Letter: _____
Email: _____

B. Background Information On The Organization

1. When was your group/organization/business established?

2. Is your group/organization/business registered with government?

Yes ___ No ___ In process ___

If answer is yes, please attach a copy of registration document.

If answer is no, when did you apply for registration? And when do you expect to be officially registered? Please specify.

3. If organization/business is registered or in the process of being registered please check the one that applies to you:

___ Community Based Organization (i.e. an Economic Interest Group, Association, Cooperative, Small Business, Company or Community Development organization that provides services directly in and to communities).

___ Intermediary Organization (i.e. Micro-Finance Institution or a Membership Organization or trade Association composed of smaller groups).

___ Private Business

___ If Other, Please specify.

4. Who established the organization or business?

5. Why was the organization established? Please check all that applies to your organization.

If none applies to your organization please check the other category and specify why.

___ to undertake income generation activities

___ to provide social services to the community

___ to provide credit

___ other, please specify

6.a. Does the organizations have a Board of Directors? Yes ___ No ___
If yes, please indicate how many: Men ___ Women ___

b. If your Organization has a Board of Directors, how were they chosen?
Appointed ___ Elected ___

c. Appointed/Elected By Whom? _____
For what period of time? _____

d. How often has the Board met within the last year?

7. Who manages the organization? List the Management Staff's Name, Title and Educational Background.

Manager's Name	Manager's Title	Manager's educational Background

8. How is the management staff chosen?
Appointed ___ Elected ___
By whom is management staff appointed or elected? _____
For what period of time is management staff appointed or elected? _____

9. How are decisions made within the organization?
___ consensus ___ vote ___ a small governing group
Other, please specify: _____

10. If it is a membership organization, how many members are there? _____
Please indicate the number of: men ___ women ___

11. Has the group been together since the organization was established? Yes ___ No ___
If not, please explain.

12. How does someone qualify for membership?

13. If there is a membership fee, what is the fee? _____

14. How is the fee paid? Annually ___ Monthly ___ Weekly ___

15. How are shares and/or dividends distributed?

16. If the organization is/has a profit making business:
 How many owners are there? Men ____ Women ____
 How many full time employees are: Men ____ Women ____

17. If a service organization, how many staff members do you have?
 Men ____ Women ____

18. In the chart below provide the requested information about your staff:

Staff Member's name	Staff member's title	Staff member Full Time	Staff member part time	Staff member's educational background

19. If you provide services to individuals, how many benefit? Men ____ Women ____

20. If you provide services to groups, how many groups do you serve? _____

◆ What services do you provide? Please indicate all that apply.

- | | |
|--|--|
| <input type="checkbox"/> credit | <input type="checkbox"/> technical skills / training |
| <input type="checkbox"/> business skills/ training | <input type="checkbox"/> financial management |
| <input type="checkbox"/> business development | <input type="checkbox"/> marketing |
| <input type="checkbox"/> other, please specify | |

◆ Who is eligible to receive your services?

◆ If you charge a service fee, what is the fee structure?

C. PROJECT DESCRIPTION: Please attach a copy of your project proposal and answer the following questions.

1. Why is the project needed? Please state clearly the development problem(s) and the proposed project location and/or address.

2. State the objectives of the proposed project and explain how the proposed project addresses the problem stated above? (i.e., what changes will occur in your activities, products and services.)

3. Please describe all the activities for the project that you will undertake to achieve these objectives.

4. Have any feasibility studies or marketing studies been performed? If so, please attach. If not, how do you know there is a viable market for your product or service?

5. What resources does your organization or business currently have? (example: equipment, building, land) that will be used in the project? Do you own or rent these? If you own land, please provide proof of ownership (i.e., deed or proof of title).

6. How much do you estimate it will cost to undertake your proposed project?

7. What assistance is needed from ADF? How will ADF funds be used?

8. Will any other group or organization be providing support for this project? If so, list the organization and describe the nature of the support?

9. What will the organization or business and its members contribute to the project (e.g., labor, money, land, services, existing infrastructure, etc.)?

10. List three references who can vouch for the financial integrity, reliability and usefulness of your group, or business.

Reference (1)

Name _____

Contact Information:

Reference (2)

Name _____

Contact Information:

Reference (3)

Name _____

Contact Information:

Upon receipt of completed application, you will be informed that your application has been received. If your organization and project meet ADF's initial criteria, an ADF staff member may visit your project site to obtain more information.